



Memorandum

DATE: May 22, 2013

FROM: Mourad Ali, Acting Supervisory Executive Officer *MA*

SUBJECT: Vacant Position: USAID Mali OFM Administrative Assistant

TO: Open to US Mission Locally Employed Staff and all interested candidates.

OPENING DATE: May 28, 2013

CLOSING DATE: June 11, 2013

GRADE LEVEL: **FSN PSC-7 (FCFA 4,542,995 to FCFA 7,041,647)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Administrative Assistant for its Financial Management Office.

Basic Function of Position

The incumbent serves dual functions in USAID/Mali OFM as an Administrative Assistant and Administrative Voucher Examiner. The incumbent's primary responsibilities are to carry out the day-to-day secretarial and office manager duties for the Controller's office. The person also examines and processes a variety of administrative invoices and requests for payment for goods and services, ranging from simple to moderately complex vouchers. These include local travel vouchers, purchase orders, shipment and freight, leases, utilities, communications, FSN medical bills, and other types of vouchers within the same level of complexity.

The incumbent is responsible for logging vouchers and other financial documents and assigning numbers in Phoenix to all received vouchers. She/he scans vouchers and relating documentation into ASIST (Agency Secure Image and Storage Tracking), USAID's electronic storage system.

The incumbent for this position reports directly to the Controller.

Major Duties and Responsibilities

1. Administrative Responsibilities (40%)

- Performs a variety of administrative related duties including typing and word processing duties and the proper filing, labeling, storage and disposition of official files.
- Receives, controls and distributes all OFM related mail including correspondence, cables, invoices, reports and other materials.
- Maintains both physical and electronic filing systems for fax messages, cables, and other correspondence for OFM's financial and accounting documents, ensuring ready access to information when needed.



- Orders office supplies materials and equipment when needed, maintains clear inventory of working materials received from the Embassy (GSO);
- Prepares timesheets for the OFM employees and distributes biweekly Statement of Earning and Leave for FSN employees;
- Maintains Controller's calendar;
- Follows-up on incoming and outstanding messages reporting promptly to the Controller and other OFM staff;
- Makes necessary arrangements for OFM meetings to happen.

2. Voucher Processing (60%)

- Scans completed voucher documentation including original voucher, invoice, and any additional supporting documentation pertaining to the payment into ASIST after voucher has been processed and paid. Scans Bills for Collection into ASIST. This is the permanent archiving of the payment documents.
- Maintains an accurate tracking report for vouchers and accounting documents received in OFM.
- Reviews and processes in Phoenix recurring type OE and program related vouchers such as Purchase Orders, Residential Utilities, Leases, and FSN medical bills.
- Examines voucher claims to 1) prevent improper or duplicate payments; 2) ensure its properly supported with sufficient documentary evidence; 3) ensure payments are made in accordance with regulations and contractual requirements; 4) and verify the accuracy of accounting data and availability of funds prior to processing.
- Prepares and communicates rationales concerning any portions of a claim where a payment was disallowed.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. US Mission Local Employee Staff and other potential candidates;
2. Completion of secondary school is required. Some post-secondary school, business school, vocational school or college is desirable, including Excel, courses in typing, office practices, and word processing.
3. Level III English and Level IV French are required.
4. A minimum of five (5) years of secretarial and accounting related experience is desired in addition to some word processing and Excel experience.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement position.



Qualifications Required:

- a. **Education (15%):** Completion of secondary school is required. Some post-secondary school, business school, vocational school or college is desirable, including Excel, courses in typing, office practices, and word processing.
- b. **Prior Work Experience (25%):** A minimum of five (5) years of secretarial and accounting related experience is desired in addition to some word processing and Excel experience.
- c. **Language Proficiency (20%):** Level III English and Level IV French are required. Incumbent must be able to communicate concisely and effectively with other mission staff, contractors, vendors and representatives of recipient organizations.
- d. **Knowledge (20%):** Incumbent must be able to use word processing and to type with a high degree of accuracy. Familiar with USAID regulations governing payments processing and information systems is desirable.
- e. **Skills and Abilities (20%):** Ability to analyzing various claims addressed to US Government through Mission Office of Financial Management. In addition to Mission vendors, incumbent should have the ability to follow recommendations in a clear, concise manner, both orally and in writing. He/she must be able to produce a high and reliable volume of work on a daily basis. He/she must be able to keep a good record on all processed vouchers and be customer oriented with sound interpersonal skills and communicate skills.

Maximum Evaluation Score 100 points.

POSITION ELEMENTS

- a. **Supervision Received:** The incumbent of this position reports directly to the Controller.
- b. **Supervision Exercised:** This is a non-supervisory position.
- c. **Exercise of Judgment:** The incumbent must establish daily work schedule to meet office priorities and deadlines.
- d. **Authority to Make Commitments:** The incumbent has no independent authority to make commitments on behalf of OFM, USAID/Mali or the U.S. Government.
- e. **Nature, Level, Purpose of Contacts:** Incumbent primarily deals with USAID employees, US Embassy Bamako staff, and outside vendors, grantees and/or contractors regarding voucher and other accounting and administrative matters.
- f. **Time Required to Perform Full Range of Duties after Entry into Position:** Six months.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.



3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the OFM Administrative Assistant position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All uncompleted applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

CLOSING DATE FOR THIS POSITION: June 11, 2013

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.